

**CITY OF PLEASANT HILL'S  
MANAGEMENT PAY PLAN**

March 1, 2006 through February 28, 2010

# **CITY OF PLEASANT HILL'S MANAGEMENT PAY PLAN**

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# **MANAGEMENT PAY PLAN**

## **SECTION 1. ESTABLISHMENT AND PURPOSE OF MANAGEMENT PAY PLAN**

The City Council and the City's management employees wish to establish and maintain an equitable plan of compensation and benefits for department heads and other management personnel of the City. This plan shall be known as the "Management Pay Plan" (also known as the "Plan" or "MPP"). The purpose of the Plan is to recognize professional performance and to compensate and retain the most talented and motivated managers for the City of Pleasant Hill.

## **SECTION 2. ADMINISTRATION OF MANAGEMENT PAY PLAN**

The Management Pay Plan shall be administered by the City Manager or his/her designee. The City Manager shall have the authority to establish and revise policies and procedures to ensure fair and equitable administration of the plan. The City Manager shall also periodically evaluate the composition of the group included in the plan and recommend to the City Council the addition or deletion of management employee classifications for inclusion in the plan.

## **SECTION 3. DEFINITIONS AND STATUS**

**A. Management Employee.** A "management employee" is defined as:

1. Any employee having significant responsibilities for formulating and administering City policies and programs, including but not limited to department heads; and
2. Any employee having authority to:
  - a. Exercise independent judgment to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to direct them, or to adjust their grievances; *or*
  - b. Effectively recommend any such employment actions, provided, the exercise of such authority to recommend an employment action is not

of a merely routine or clerical nature, but requires the use of independent judgment.

**B. Department Head.** For purposes of this MPP, the phrase “department head” means the Chief of Police, the Director of Public Works and Community Development, the Director of Finance and the Director of Human Resources.

**C. At Will Status of Department Heads.** A department head’s employment is “at will.” As such, both the department head and the City have the right to terminate their employment relationship at any time, with or without advance notice, and with or without cause subject to the provisions of Section 11 of this Management Pay Plan. Only the City Manager may alter a department head’s at will status, and only through a written agreement that is signed both by the City Manager and the department head.

**D. Employment Status of Non-Department Head Managers.** The employment of all other management employees covered by this Plan shall be subject to the provisions of the City’s Personnel Rules and Regulations.

**E. Executive Team.** All department heads and certain other management employees designated by the City Manager are members of the Executive Team, which also includes the City Manager and the City Attorney. The Executive Team’s primary role is to provide leadership and strategic direction in implementing the City Council’s policies and managing the day-to-day operations of the City.

**F. Classifications Covered by Management Pay Plan.** The current list of management classifications covered by the Management Pay Plan, collectively known as the “Management Group,” is set forth in Exhibit A.

#### **SECTION 4. TERM OF MANAGEMENT PAY PLAN**

This Management Pay Plan shall be effective March 1, 2006 and shall continue in full force and effect until expiration at midnight on February 28, 2010.

#### **SECTION 5. MANAGEMENT SALARY RANGES**

##### **A. Annual Adjustment of Salary Ranges**

Salary range adjustments shall be made annually, by March 1st, through a two-step process.

In the first step of the process, the City shall conduct a market survey of the City's ten comparison agencies, which are listed in Exhibit B. The market survey will cover two "benchmark" positions: Director of Finance for non-sworn management classifications, and Police Lieutenant for sworn management classifications.

The salary range for the benchmark management classifications will be based upon the range midpoint averages for their equivalent classifications at the comparison agencies. Specifically, the upper and lower limits of the salary ranges for each of the two benchmark classifications shall be 16.5% above and below the range midpoint average for their equivalent classifications at the comparison agencies. The result will be a 33% spread between the minimum and maximum amounts for each of the two management benchmark position salary ranges.

The top steps of the salary ranges for the remaining management classifications shall then be adjusted by the same percentage as that of their respective benchmark positions. Finally, the bottom steps for the remaining management classifications will be calculated to ensure a 33% spread between top and bottom salary amounts for all management classifications.

In the second step of the annual salary range adjustment process, the City shall further adjust each of the management salary ranges by the amount of the Management Group's cost of living adjustment for that year, if any.

**B. Additional Adjustments to Police Management Salary Ranges to Preserve Differentials**

The minimum percentage differentials between the salary ranges for the following police management classifications shall be as follows:

- Captain - Chief of Police: 10%
- Lieutenant – Captain: 7.5%
- Sergeant – Lieutenant: 15%

These differentials are essential to maintaining a compensation policy that rewards the increasing level of knowledge, skill and ability required for each successive classification's broader scope of responsibility. Salaries of individuals within the Chief, Captain or Lieutenant classification shall not be adjusted simply because one or more of the salary ranges for these classifications has been adjusted to preserve the salary range differentials specified in this section, except as specified in subsection "D" below ("Impact of Salary Range Adjustments on Individual Salaries").

**C. Absence of Salary "Steps"**

There shall be no specified or pre-determined "steps" within the salary ranges for management classifications. Rather, each such range shall be left clear between its minimum and maximum amounts, thus allowing flexibility to make individual merit adjustments in recognition of varying levels of performance and goal attainment.

**D. Impact of Salary Range Adjustments on Individual Salaries**

When management salary ranges are adjusted, no management employee's salary will be adjusted solely due to such changes *unless* the employee's salary falls below the minimum amount of the new salary range for his/her classification. If this occurs, the employee's salary shall be adjusted further to equal the minimum amount of the new salary range. The determination of whether a management employee's salary falls below the minimum of his/her new salary range shall be made after the employee has received the annual March 1<sup>st</sup> market or COLA adjustment, if any.



**E. Setting Salaries Within Ranges**

The City Manager, or his/her designee, shall set the compensation for individual management employees at the time of their initial appointment, within the established salary range for their classification. New hires may be appointed anywhere within the salary range for their classification. Incumbents may be adjusted anywhere within the salary range for their classification, subject to the requirements of Section 7.C.

**F. Salary Ranges for Management Classifications**

The salary ranges for each of the City's management classifications are attached as Exhibit C.

**SECTION SIX. ANNUAL COST OF LIVING ADJUSTMENTS ("COLA's")**

**A. COLA Amounts for Period March, 2006 – February, 2009**

During the term of this Management Pay Plan, the annual cost of living adjustments shall be as follows:

- |                              |  |
|------------------------------|--|
| (a) Effective March 1, 2006: | 2%   |
| (b) Effective March 1, 2007: | 2%   |
| (c) Effective March 1, 2008: | An amount equal to the increase received by the Police Association on August 1, 2007, subject to a maximum cap of 3.5% |
| (d) Effective March 1, 2009: | An amount equal to the increase received by the Police Association on August 1, 2008, subject to a maximum cap of 4%.  |

**B. Conditions Affecting Receipt of Cost of Living Adjustments**

The cost of living adjustment is normally given to all members of the Management Group on March 1<sup>st</sup> of each year. However, where a management employee's performance during the preceding 12 months has been unsatisfactory, as noted in the employee's most recent annual performance evaluation, the City Manager may authorize reducing the amount of the cost of living adjustment for that employee or denying it altogether. The decision to reduce or deny a cost of living adjustment on the basis of unsatisfactory performance is solely in the discretion of the City Manager.

**C. COLA's Awarded Regardless of Salary Range Limits**

A management employee who is otherwise eligible for the annual cost of living adjustment shall receive it regardless of whether the employee's salary – before or after the adjustment - exceeds the maximum amount of the salary range for his or her classification.

**SECTION SEVEN. MERIT INCREASES AND PERFORMANCE EVALUATIONS**

**A. Basis for Merit Increases**

In addition to the annual cost of living adjustment, a management employee may receive a merit increase based upon the quality of the employee's performance the preceding 12 months. The amount of the employee's merit increase, if any, will be based on the employee's: (1) performance ratings; and (2) his/her achievement of the goals and objectives established for him/her the previous year.

**B. Performance Evaluation Process**

Performance evaluations for management are the responsibility of the City Manager, who normally will delegate to department heads the responsibility for reviewing the performance of management employees within their departments.

A performance evaluation shall be prepared at least annually on each management employee's anniversary date.

The evaluation process shall begin with each management employee preparing a self-evaluation of his/her performance during the prior year. In addition, the employee shall draft proposed goals and objectives for the coming year.

The management employee's supervisor shall then evaluate the employee's performance for the prior year. The evaluations of both the employee and supervisor shall focus on: (1) the employee's performance of his/her regular duties and responsibilities; and (2) the employee's attainment of specific goals and objectives established for him/her at the beginning of the review period (i.e., one year earlier).

Following completion of the written evaluations, the management employee and his/her supervisor shall meet to discuss both the quality of the employee's performance

of his regular duties and responsibilities and the employee's degree of success in accomplishing the specific goals and objectives set for him/her the previous year. They shall also review the employee's proposed goals and-objectives for the coming year.

The employee's supervisor must ensure that the employee's proposed goals and objectives truly present a challenge but are not unrealistically high. The supervisor may set additional or different goals and objectives for the employee.

The end product of the performance evaluation process shall be clarification of expectations between the manager and his/her supervisor.

### **C. Merit Adjustment Guidelines**

Merit adjustments may be granted according to the following percentage guidelines:

- |         |   |
|---------|---|
| 4% - 7% | At a minimum, the employee must have received the highest possible rating in at least half of the rating categories, must have received ratings equivalent to satisfactory or meets standards in the remaining rating categories, and must have met at least 75% of his/her goals and objectives. |
| 1% - 3% | At a minimum, the employee must have received ratings equivalent to satisfactory or meets standard in all rating categories, and must have met at least 50% of his/her goals and objectives.  |
| 0%      | Employees who receive a rating equivalent to unsatisfactory or below standards in one or more rating categories, or fail to meet at least 50% of their goals and objectives, will be ineligible for a merit increase.   |

Proposed merit increases ranging from 1% to 3% must be reviewed and approved by the employee's department head *before* the employee is notified of his/her merit increase.

Proposed merit increases ranging from 4% to 7% must be reviewed by the Director of Human Resources and, if he/she determines the proposed increase is

adequately supported, reviewed and approved by the City Manager *before* the employee is notified of his/her merit increase.

All performance evaluations that render an employee ineligible for a merit increase under the guidelines set forth above must be reviewed and approved by the Director of Human Resources *before* being delivered to the employee.

**D. Top of Range Limit for Merit Increases**

If a management employee's salary is at or above the top of the salary range for his/her classification, he/she shall not be eligible for a merit increase. However, he/she may be eligible for a performance bonus, in accordance with the provisions of Section 8 below.

If a management employee's salary is below the top of the salary range for his/her classification, he/she may receive a merit increase in accordance with the provisions set forth in Section 7.A through C above. The amount of the merit increase shall be determined solely by these provisions. However, if the amount of the merit increase awarded would cause the employee's salary to exceed the top of his/her salary range, then the employee shall receive as a merit increase only that portion of the merit increase that will bring his/her salary to the top of his/her range.

**E. City Manager's Discretion Regarding Merit Increases**

The City Manager retains discretion to limit merit increases when, in his/her judgment, the City's fiscal condition warrants such action. This provision is intended to provide the City Manager flexibility in responding to any number of circumstances that jeopardize the health of the City's budget. It may be used at the City Manager's discretion after ordinary measures for cost containment and revenue enhancement have been applied. If the City Manager exercises his/her discretion to limit merit increases, then his/her decision to do so:

- Must be in writing, and distributed to all members of the Management Group;
- Must state the reasons for limiting management employees' merit increases;
- Must be relayed to the City Council for information purposes; and

- Shall be effective for one year for each management employee, to ensure that, notwithstanding their differing anniversary dates, all management employees are affected equally by the City Manager's decision to limit merit increases.

If the City Manager decides to limit merit increases, such limitation shall be restricted to capping the highest possible merit increase at 5% (five percent); in other words, temporarily eliminating the two highest possible merit increases (6% and 7%), as follows:

- |         |   |
|---------|---|
| 4% - 5% | At a minimum, the employee must have received the highest possible rating in at least half of the rating categories, must have received ratings equivalent to satisfactory or meets standards in the remaining rating categories, and must have met at least 75% of his/her goals and objectives. |
| 1% - 3% | At a minimum, the employee must have received ratings equivalent to satisfactory or meets standard in all rating categories, and must have met at least 50% of his/her goals and objectives.  |
| 0%      | Employees who receive a rating equivalent to unsatisfactory or below standards in one or more rating categories, or fail to meet at least 50% of their goals and objectives, will be ineligible for a merit increase.   |

In order to continue the limiting of merit increases beyond the one-year period for each management employee, the City Manager must issue a new written announcement of his/her intention to do so and meet the other requirements set forth above. Otherwise, the merit increase percentage guidelines set forth in Section 7.C above shall be reinstated automatically.

## **SECTION EIGHT. PERFORMANCE BONUSES.**

All management employees whose salaries are at or above the top of their salary ranges, and all management employees whose salaries are less than 7% below the top of their salary ranges, may participate in the performance bonus program.

Criteria for bonuses are developed by the employee's supervisor and the employee during the evaluation process. Specifically, when developing the employee's

goals and objectives for the coming year, the employee and his/her supervisor may also develop one or more “bonus” goals or objectives that, if attained, will result in the employee receiving a bonus.

Bonus goals and objectives differ from regular goals and objectives in that their attainment or accomplishment is optional, and addresses exceptional performance. Otherwise, they are similar to regular goals and objectives in that their attainment results in measurable improvement to City operations and/or processes.

At the same time the bonus goals or objectives are established, the employee and his/her supervisor shall also specify the bonus amounts the employee may earn for each bonus goal or objective attained. The City Manager or his/her designee must approve the percentage amount of the bonus. There shall be a 7% cap on the total value of any performance bonus.

Bonuses are awarded either as a one-time contribution to the employee’s Deferred Compensation 457 Plan, or as a lump sum cash payment directly to the employee, at the employee’s option. They are awarded solely for the one-year period evaluated, and do not become part of the employee’s salary or otherwise continue from year to year.

The fact that a management employee has received a performance bonus in a prior year shall not disqualify him or her from receiving additional performance bonuses in subsequent years, provided the requirements set forth in this section are met.

## **SECTION NINE. EQUITY ADJUSTMENTS.**

The City Manager may authorize individual salary adjustments to correct internal or external salary alignment inequities.

## **SECTION TEN. LONGEVITY PAY.**

A management employee who is at least 55 years of age with 10 full, continuous years of City service shall be given a 5% salary increase computed on their normal monthly base salary.

A management employees who is at least 60 years of age with 15 full, continuous years of City service shall be given an additional 5% salary increase computed on their normal monthly base salary.

A management employee is entitled to receive his or her longevity pay even if his or her resulting salary is above the top of the salary range for his or her position.

## **SECTION ELEVEN. SEVERANCE PAY.**

### **A. Department Heads**

Department heads are “at will” employees and may be dismissed by the City Manager at any time with or without cause, except that a department head may not be terminated within six months following the appointment of a new City Manager. If the City Manager desires to terminate the employment of a department head, he/she shall provide six months advance notice to the employee or provide a cash payment equal to six months of aggregate salary (not including the value of any benefits received by the employee) as severance pay. During the six month notice period, the City Manager shall provide monthly performance evaluations and may exercise his/her discretion to terminate the employee immediately upon payment of severance for the unexpired amount of time between the notice and the end of the six month period. The six month notice shall be valid even if given within the six month period prior to the departure of a City Manager or within the first six months after a new City Manager is hired. A department head is not entitled to severance pay if he/she retires, resigns or is terminated for cause.

For purposes of this section, “cause” means 1) a willful neglect of duties, 2) any act involving moral turpitude, dishonesty, or gross carelessness or misconduct, or 3) conviction of a crime involving moral turpitude. To be eligible for severance pay, the department head shall sign an acknowledgment and release of claims against the City in a form to be approved by the City Attorney. No department head shall be eligible for severance pay until he/she has held the position of department head for at least six months.

## **B. Non-Department Head Managers**

The City shall provide management personnel with a minimum of three weeks severance pay when a management employee is terminated and no longer employed by the City of Pleasant Hill due to a reduction in work force or a budget related layoff.

## **SECTION TWELVE. SICK LEAVE**

### **A. Sick Leave Accrual and Use**

Beginning the first day of the month following completion of one month of service, a management employee earns sick leave at the rate of one day for each calendar month of service.

Employees continue to earn sick leave while on paid leaves of absence, including, but not limited to, sick leave, jury leave, and workers' compensation leave.

Employees do not earn sick leave while on unpaid leaves of absence, nor do they earn sick leave while on a leave covered by the City's private disability plan (i.e., LTD).

There is no maximum accrual for sick leave.

An employee may take paid sick leave beginning the second month of employment.

### **B. Annual Sick Leave "Buy-Back"**

Each year, management employees who have accrued at least thirty days of sick leave credit as of November 30th may "sell" up to 33-1/3% of their accrued sick leave back to the City.

In exchange, the employees shall, at their option, receive either cash or equivalent vacation time on either the December 5<sup>th</sup> or January 5<sup>th</sup> payday. Payments shall be at the employee's then current rate of pay. The amount of sick leave the City "buys back" from the employee is then deducted from the employee's total sick leave accrual.

Alternatively, an employee may elect to retain sick leave in lieu of payment.



### **C. Payment for Accrued Sick Leave Upon Separation From Employment**

Management employees with at least five years of service with the City who separate from employment because of voluntary resignation, retirement, death, or abolishment of position, shall receive payment for their accumulated sick leave at the rate of one day for each four days of accrued, unused sick leave, up to a maximum of 25 days.

### **SECTION THIRTEEN. HOLIDAYS.**

Management personnel are authorized to observe those holidays designated in the City's MOU's with its non-management employee groups, provided, however, that the City Manager may direct management personnel to work holidays as necessary to ensure proper conduct of City functions, and may grant administrative leave to such management personnel in recognition of their having to work on a designated holiday.

### **SECTION FOURTEEN. ADMINISTRATIVE LEAVE.**

The management classifications covered by this Plan have been determined to be "exempt" from the Fair Labor Standards Act's ("FLSA's") overtime requirements. Hence, employees in these classifications do not earn overtime pay, regardless of the number of hours worked.

However, management personnel will accrue 16 hours per calendar month of administrative leave to be used upon approval of the City Manager. The City Manager must authorize use of administrative leave in proportion to the amount of extra time actually worked by the subject employee. This leave will be in recognition of excessive night work or weekend work. Administrative leave may not exceed more than 16 hours in any calendar month. This time will be taken in time off only – not salary – and does not carry over from month to month.

## **SECTION FIFTEEN. VACATION.**

### **A. Vacation Accrual.**

Vacation shall be accrued and used by management personnel in a manner acceptable to the City Manager. Vacation leave is earned by management personnel according to the following schedule:

<b>Years of Service</b>	0 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 to 14 years	14 to 18 years	18 to 19 years	19 to 24 years	24 to 27 years	27 or more years
<b>Vacation Days Earned</b>	12	17	18	19	20	21	22	23	24	25

### **B. Maximum Vacation Accrual**

Management personnel may accrue up to nine weeks (360 hours) of vacation, at which time they must either:

1. Immediately reduce the balance by utilizing a sufficient number of vacation hours to bring their total accrued vacation to 360 hours or less; *or*
2. With the approval of the City Manager, cash out an amount sufficient to bring their total to 360 hours or less, up to a maximum of 180 accrued vacation hours cashed out; *or*
3. Stop accruing any further vacation until their accrued vacation hours drop below 360 hours.

Alternatively, and in appropriate circumstances, the City Manager may grant a temporary, short-term waiver of the 360 hours cap on accrued vacation leave. If no such waiver is granted, no further vacation time shall be accrued.

## **SECTION SIXTEEN. HEALTH CARE AND RELATED BENEFITS**

### **A. Medical Coverage**

The City shall provide medical coverage for management employees and their eligible dependents. Each management employee shall contribute to the cost of such coverage through payroll deductions according to the following schedule:

March 1, 2006 through February 28, 2007: \$25 per month

March 1, 2007 through February 28, 2008: \$40 per month

March 1, 2008 through February 28, 2009: \$55 per month

March 1, 2009 through February 28, 2010: \$55 per month

**B. Medical “In Lieu” Payments**

The City shall contribute \$400) per month into the deferred compensation accounts of those management employees who can demonstrate they have medical coverage through an external source. These contributions shall be made “in lieu of” providing medical coverage to the employees and their eligible dependents. Employees receiving in lieu payments shall not be required to make the premium contributions described in Section 17.A. above.

**C. Dental Coverage**

The City shall provide management employees and their eligible dependents a dental plan which provides at least an 80/20 payment benefit and a maximum benefit of \$1,500 per person per year. The City will pay 100% of the premium for the dental plan during the term of this Management Pay Plan.

**D. Vision Care**

The City shall provide a vision care plan for management employees and their eligible dependents. The City will pay 100% of the premium for the vision care plan during the term of this Management Pay Plan.

**E. IRC Section 125 Plan**

The City will provide management employees an IRC Section 125 Plan for eligible medical and dependent care costs.

**F. Life Insurance**

The City will provide management employees with life insurance benefits equal to one times (1x) annual gross salary. For purposes of this provision, “annual gross salary” shall be calculated as of March 1<sup>st</sup> of each year.

**G. Disability Insurance**

The City will provide management employees with long term disability insurance coverage providing 66-2/3% of salary when the carrier's eligibility requirements are met. The City shall pay the premium for this coverage.

**SECTION SEVENTEEN. RETIREMENT.**

**A. PERS Retirement**

The City will continue to provide retirement benefits to its management employees in accordance with the terms of the City's present contract with the California Public Employees Retirement System ("CalPERS" or "PERS"), including but not limited to: 2%@55 retirement benefits for its miscellaneous management employees; 3%@50 retirement benefits for its safety management employees; single highest year; and payment of both the employee's and employer's required contributions under both plans.

In addition, under the authority of Government Code sections 20691 and 20636(c)(4), the Employer Paid Member Contribution (EPMC) shall apply to employees of the Pleasant Hill Management Group. This benefit consists of paying 7% of the normal contributions as EPMC for miscellaneous employees, or 9% of the normal contributions as EPMC for safety employees, and reporting the same percent of compensation as additional compensation.

The City shall also pay increases in the retirement contributions of management employees promulgated by increases in base salaries. The City will pay its proportional share of increases brought about as a result of actuarial surveys conducted by the Public Employees' Retirement System affecting the entire plan.

**B. Converting Accrued Leave At Retirement to Pay Post-Retirement Healthcare Costs**

**1. Employees With At Least 15 Years of City Service**

Management employees who, regardless of age:

- have worked for the City for 15 or more years, and
- elect to take a service retirement,

may apply up to 100% of their accrued, unused sick leave, calculated at 100% of their final rate of pay, towards post-retirement healthcare costs.

## **2. Employees With Less Than 15 But At Least 10 Years City Service**

Management employees who, regardless of age,

- have worked for the City of Pleasant Hill for ten or more years, but fewer than 15 years, and
- elect to take a service retirement,

may apply up to 50% of their accrued, unused sick leave, calculated at 25% of their final rate of pay, to pay for post-retirement healthcare costs.

## **3. Applying Accrued Vacation Leave to Post-Retirement Healthcare Costs**

Management employees who elect to take a service retirement from the City of Pleasant Hill may apply up to 100% of their accrued, unused vacation leave, calculated at 100% of their final rate of pay, towards post-retirement health care costs. This may be in addition to the application of their accrued, unused sick leave.

## **4. Establishment of Leave “Bank” for Payment of Premiums**

The post-retirement healthcare costs shall be paid from a fund of banked sick leave set aside for this purpose as well as from any accrued, unused vacation leave the employee has elected to apply to post-retirement healthcare premium costs. Interest shall be credited to the banked leave funds remaining at the end of each calendar quarter based upon a calculation of: (a) the fund balance as of the end of the quarter; and (b) an amount equal to the interest earned by the City on its invested funds for that same quarter.

## **5. Duration of Payments for Post-Retirement Healthcare Costs**

Payment of healthcare costs from the banked leave fund shall continue until: (a) the depletion of the retired employee’s converted leave; or (b) the death of both the employee and his/her legal spouse. There shall be no right to survivorship of these funds after the death of both the employee and his/her legal spouse.

**6. Additional City Contribution Upon Depletion of Retired Employee's Banked Leave.**

Upon depletion of the retiree's banked leave funds, the City will contribute an additional two years of payments for healthcare premiums for those former employees who retired with 15 or more years of City service, and an additional one year of payments for healthcare premiums for those former employees who retired with fewer than 15 but at least 10 years of City service.

**7. Conversion of Sick Leave to Cash.**

Upon retirement, management employees may convert up to 25% of their accumulated sick leave, up to a maximum of 200 hours, and convert it to cash.

**8. Use of Sick Leave Credit for PERS Retirement Purposes.**

This section applies in addition to the use of sick leave credit for retirement purposes as provided by the City contract now in force with the California Public Employees Retirement System.

**C. Deferred Compensation (457) Accounts**

A deferred compensation plan is made available to management employees through ICMA. Other than making 457 "in lieu" contributions as provided in Section 16.B. above, the City makes no contributions to management employees' 457 plan accounts. Management employees are free to contribute to their individual 457 plan accounts to the extent allowed by law.

**D. 401(a) Money Market Plan**

For each employee covered by this Plan, the City shall contribute 9% of the employee's salary to the employee's 401(a) Money Purchase Plan account.

## **SECTION EIGHTEEN. MISCELLANEOUS BENEFITS.**

### **A. Automobile Allowance.**

Designated management employees shall receive a monthly automobile allowance to cover use of their personal car for city business, as set forth in Exhibit D.

In addition, the City shall reimburse those management employees receiving auto allowances for travel using their personal car for more than 50 miles in one day on City business at the City-approved mileage rate then in effect.

Management employees having a City-owned vehicle assigned to them shall use the vehicle in the manner directed by the City Manager and consistent with the Personnel Rules. They are not eligible for the automobile allowance.

Future vehicle allowances, if any, shall be based upon the use of the management employee's vehicle for City business. In the event a management employee requests a vehicle allowance, or requests an increase to his/her vehicle allowance, the City Manager is authorized to evaluate the request based on the employee's use of his/her vehicle for City business. If the City Manager determines a vehicle allowance or increase to a vehicle allowance is warranted, the City Manager shall provide an appropriate recommendation to the City Council for its review and determination. Such recommendations and determinations may be made during the term of this agreement.

### **B. Membership in Professional and Civic Organizations.**

#### **1. Professional Organizations.**

The City will pay membership dues for management personnel in professional organizations at the national, state and local levels as directed by the City Manager. The City will pay the expenses of transportation, food, lodging, and registration for management personnel at meetings of professional associations or organizations as directed by the City Manager, provided, however, not more than one professional meeting or conference per person outside the State of California may be attended by any management personnel in any fiscal year without prior approval of the City Council.

## **2. Civic Clubs and Organizations.**

The City will pay the annual membership dues in a local civic club or organization as chosen by each management employee and as approved by the City Manager. No cost of luncheons or special events of civic clubs other than annual membership dues shall be borne by the City.

### **C. Computer Technology Reimbursements.**


Management employees shall be provided up to \$1,500 every two years for the purchase of eligible computer technology products. The City Manager, or his/her designee, shall pre-approve eligible purchases that enhance employee computer knowledge and productivity.


### **D. Uniform Allowance**

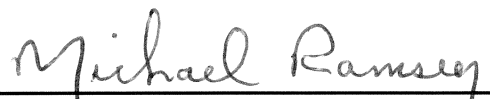
Management employees who are sworn officers of the Police Department and are required to wear a department uniform at any time in the course of their work shall receive an annual uniform allowance in an amount equal to that paid to all sworn personnel of the department.

**CITY OF PLEASANT HILL**

**PLEASANT HILL  
MANAGEMENT GROUP**

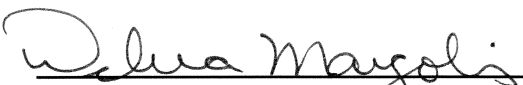
  
Terri L. Williamson, Mayor

  
Mike Nielsen, Group Representative

  
Michael C. Ramsey, City Manager

  
Peter Enea, Group Representative

**APPROVED AS TO FORM**

  
Debra S. Margolis, City Attorney



## **EXHIBIT “A”**

### **Management Classifications Covered by the Management Pay Plan (as of 3/1/2006)**

**Accounting Manager  
Chief Building Official  
Chief of Police  
City Engineer  
Deputy Director of Public Works & Community Development  
Director of Finance  
Director of Human Resources  
Director of Public Works & Community Development  
Economic Development Manager  
Maintenance Superintendent  
Maintenance Supervisor  
Network Manager  
Police Captain  
Police Lieutenant  
Redevelopment Programs Administrator  
Senior Civil Engineer  
Senior Management Analyst  
Senior Planner  
Senior Traffic Engineer**

**EXHIBIT “B”**

**City of Pleasant Hill’s Ten Comparison Agencies  
Used for Benchmark Surveys Under Management Pay Plan**

Antioch  
Concord  
Contra Costa County  
El Cerrito  
Martinez  
Pinole  
Pittsburg  
Richmond  
San Pablo  
Walnut Creek

## **EXHIBIT "C"**

### **Management Group Salary Ranges** **(Effective March 1, 2006)**

*Revised 4/20/06*

<b>POSITION</b>	<b>SALARY RANGE (Per Month)</b>
Accounting Manager	\$6,756 - \$9,424
Chief Building Official	\$6,331 - \$8,832
Chief of Police	\$9,462 - \$13,203
City Engineer	\$7,349 - \$9,930
Deputy Dir. Public Works & Comm. Dev.	\$7,653 - \$10,676
Director of Finance	\$8,820 - \$12,308
Director of Human Resources	\$8,010 - \$11,173
Director of Public Works & Comm. Dev.	\$8,864 - \$12,367
Economic Development Manager	\$6,375 - \$8,895
Maintenance Superintendent	\$6,375 - \$8,895
Maintenance Supervisor	\$5,865 - \$8,183
Network Manager	\$6,375 - \$8,895
Police Captain	\$8,018 - \$11,186
Police Lieutenant	\$7,014 - \$9,786
Redevelopment Program Administrator	\$8,010 - \$11,173
Senior Civil Engineer	\$6,410 - \$8,944
Senior Mgmt. Analyst/Asst. to the City Manager	\$6,410 - \$8,944
Senior Planner	\$5,810 - \$8,107
Senior Traffic Engineer	\$6,410 - \$8,944

**EXHIBIT “D”**

**Schedule of Monthly Automobile Allowances  
Under the Management Pay Plan**

Directors	\$300 per month
Redevelopment Programs Administrator	\$300 per month
Dep. Dir. of Public Works & Community Development	\$200 per month
City Engineer	\$200 per month
Network Manager	\$200 per month
Senior Engineer	\$200 per month
Senior Planner	\$200 per month
Accounting Manager	\$125 per month
Senior Management Analyst	\$125 per month